



# DEPARTMENT OF COMMUNITY SERVICES

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## Ice Time Allocation Policy St. Clair Township 2023

### Guidelines for the Allocation of Ice Time

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### Ice Time Allocation Policy

It is recognized and understood that the Municipality has a responsibility to provide ice time to meet the needs of the entire community. It is further recognized that these needs vary and that a system should be established to determine the best utilization of the ice time available to the community. Ice time allocation should also represent a balance of activities which may change as trends and demands for other activities develop in the community

## A: Rental Categories

There shall be four rental categories as outlined below listed in order of priority.

- 1) **Municipal Programing-** The Township provides access to recreational ice opportunities through Municipal skating programs. Programs provide low-cost access to recreational skating and hockey opportunities through the Community Services Dept.
- 2) **Resident Youth Sports Groups:** Shall include Moore Minor Hockey, Mooretown Lady Flags, Moore Skating Clubs, Minor Hockey related Tournaments, Silver Stick Tournament, Mooretown Flags Junior Hockey.  
Criteria for Eligibility of a Resident Youth Sport Group:
  - be non-profit.
  - be guided by a constitution and bylaws governed by a Board of Directors.
  - actively provide a program of activities for children 19 years and younger.
  - have an auditable annual financial statement.
- 3) **Adult Groups:** Shall include adult groups such as River League, Moose, Pirates, etc.
- 4) **School Groups:** Shall include students that attend primary or secondary schools. Schools will receive priority for nonprime hours for student use.

## B: Time Categories

- **Prime Time:** Shall be considered as follows:
  - Monday to Friday, 5:00 pm to close
  - Saturday and Sunday, all day
- **Nonprime:** Shall be considered as follows:
  - Monday to Friday 7:30 AM to 5:00 PM

## C: Fall/Winter and Spring and Summer Definitions

- **Fall/Winter:** September 1 through April 30
- **Spring/Summer:** May 1 through August 31

## D: Ice Time Allocation - Priorities

- **Priority 1:** Municipal Programing such as public skating, parents and tots program, etc
- **Priority 2:** Shall be given to Resident Youth Sports Groups including Moore Minor Hockey, Moore Figure Skating Clubs, Mooretown Lady Flags, Moore Minor Hockey related Tournaments, SilverStick Tournament, Mooretown Flags Junior Hockey.
- **Priority 3:** Adult Groups.
- **Priority 4:** School Groups

### **E: Ice Allocation for Resident Minor Sport Groups**

The following factors will be considered in determining the base ice allocation for the existing minor sport groups. It is also recognized that other factors influence the suitability of ice time hours for certain groups.

- age of participants
- game times vs practice times
- best utilization of ice time
- total minor sport prime and non-prime hours available
- total registration for minor sport groups
- total registration for each minor sport group

### **F: Ice Allocation - Historical Precedent**

It is recognized that it is advantageous to maintain a reasonable amount of consistency in ice time scheduling from year to year and therefore due consideration will be given to the allocation of ice according to previous years. Significant changes to ice allocations shall be based on significant changes to registration levels and composition or other emerging trends and needs.

### **G: Ice Allocation - Contracts**

All Ice rentals will require a signed contract and must provide proof of insurance. This insurance can be provided by the user group naming the Township of St. Clair as the third party or can be purchased with the ice rental as an additional rider to the Township policy. Only those eligible through the terms and conditions of the Township rider are able to purchase along with their contract (Example including but not limited to: Minor Associations are not eligible through the terms and conditions).

### **H: Ice Allocation – Sub-Letting of Ice Time**

No group or individual may sub-let any ice.

### **I: Ice Allocation – Public Skating**

The municipality will schedule programs according to Community needs.

### **J: Ice Allocation - Tournaments and Special Events**

Requests for the allocation of ice time for tournaments and special events shall only be considered if received in writing from the sponsoring group. The Township will provide a request form to be completed by the applicant.

Requests for tournaments and special events will be considered on an individual basis and will take into consideration the following criteria:

- Sponsoring Group
- Time and Date of Event
- Amount of Ice Time Required
- Activity
- Benefit to the Community
- Purpose of Event
- Designation of proceeds or profits from event

### **K: Ice Allocation - Fall Winter Schedule - Guideline**

The normal date for submission of all ice time requests (tournaments, special events, leagues etc.) will be **June 1** of each year. The allocation process will be completed before **July 1** of each year. As per this policy, failure to have the ice requests in by the required dates, user groups could lose ice time which was previously allocated to them.

### **L: Ice Allocation - Spring Summer Schedule - Guideline**

The normal date for submission of all ice time requests (tournaments, special events, leagues etc.) will be **January 31** of each year. The allocation process will be completed before **March 1** of each year. As per this policy, failure to have the ice requests in by the required dates, user groups could lose ice time which was previously allocated to them.

### **M: Ice Re-Allocation**

Refers to the re-allocation of ice-time that is no longer required by a seasonal contract rental group (i.e.: an Oldtimers hockey team folds, Skating Club registrations decrease). **Seasonal Contract:** Ice time that becomes available shall be re-allocated based on the requests received, current needs of all groups, and in accordance with criteria as outlined in this policy.

**All non-contracted ice time:** will be booked on a first come first serve basis to any rental category.

### **N: Ice Rental Rates**

- (a) Ice rental rates will be reviewed on an annual basis and recommendations for any changes or adjustments shall be made to Council for approval.
- (b) Rental rates shall be as per the Council approved fee schedule.